

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 36-74

7 November 1974

TO: All Training Officers of the Agency

FINANCIAL MANAGEMENT TRAINING PROGRAM

1. The Agency is faced with the problem of meeting a continuing large, and potentially increasing, workload in the face of tightened or diminished dollar and manpower resources. Coping with this problem calls for greater skill in the management of financial resources. In support of that requirement, an intensified financial training program is being offered. More specifically, the objectives of this training program are:
 - a. To increase awareness in Agency personnel of the importance of resource management and of the budgetary process.
 - b. To improve the timeliness, accuracy, utility, and general understanding of the Agency's accounting system through instruction on the procedures and techniques used in the accounting system, including the processing by computer of such data.
 - c. To improve the management of scarce resources throughout the Agency by instruction on the managerial utility of financial reports.
2. The Financial Management Training Program consists of four courses:
 - a. Survey of Financial Management

The overview or total picture of the Agency's financial objectives; system philosophy, structure, and cycle; and the interrelationships of all types of decision making data.

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b. Fundamentals of Budgeting

(1) the techniques used in
formulating the Agency budget and
(2) the automated processing of
budget data.

c. Accounting Control

(1) the Agency's general account-
ing system including the account structure,
(2) ledgers, and (3) allotment, obligation,
and expenditure processes.

d. Applied Financial Management

The analysis of financial reports
and the uses of the Agency's financial
system for managerial planning and
control purposes.

3. This program is open to all Agency employees. The courses are designed to be taken sequentially. However, those who need only an overview of the financial management process and an understanding of financial reports and their utility may limit their enrollment to courses a and d.

<u>Name of Course</u>	<u>Date</u>	<u>Max/Min Enrollment</u>
Survey of Financial Management	7-9 Jan	50/15
Fundamentals of Budgeting	10-14 & 21 Feb 7-11 & 18 Apr	16/12 16/12
Accounting Control	17-21 & 28 Mar 19-23 & 30 May	16/12 16/12
Applied Financial Management	1-3 Apr 3-5 June	50/30 50/30

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LOCATION : GA-13 Hqs; 207 & 236 C of C

REGISTRATION: Submit Form 73, "Request for Internal Training" to OTR/SRS/RG, Room 1036, Chamber of Commerce Building. In order to allow time for pre-course reading materials, the Form 73 should be submitted three weeks prior to the start of each course. STATINTL

ADDITIONAL
INFORMATION : On course content, call extension For
registration assistance, call extension

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